

NURSING HOME STAFF

Federal and state regulations establish minimum standards of care for nursing homes, including what services they must provide to residents, and what personnel they must have to provide these services. Some staff exceed federal minimum standards and have specific staffing ratios or require additional services.

The following is a list of personnel that nursing homes are likely to have on staff or working as consultants to provide services to residents:

Administrator: a person licensed by the state to administer a nursing home. This individual is ultimately responsible for all nursing home activities. He/she may or may not have special training in psychosocial and medical aspects of aging. Continuing professional education is usually required by

the state where they are licensed. In some cases an administrator is also the owner of the facility or a relative of the owner.

Medical Director: a physician who is supposed to formulate and direct policy for medical care in the nursing home. Medical directors are required only in skilled nursing facilities. Few facilities have full-time medical directors. Facilities may receive to waivers to bypass this requirement.

Attending Physician: A person responsible for the medical care of residents. A physician must visit residents: in skilled nursing facilities once a month for the first 3 months, then every 60 days, in nursing facilities. An exception is if a change in the residents' status occurs, the physician then would be expected to visit more frequently.

Physician Assistant: an individual who has advance training in direct health care service provision. The PA serves or acts under the licensure and supervision of a Board Certified Physician. Some of the services they provide include taking medical histories, performing physical exams, ordering and interpreting lab tests in addition to consulting with patients without a physician being present.

An important health related function they perform is the writing of prescriptions. This authority is a key distinguishing factor between them and Registered Nurses. However, for complex cases they are expected to consult with a physician. This particular health team member can alternate with the attending physician to perform the federally mandated NH Assessments Nursing Home residents.

NURSING HOME STAFF

Physician Extenders:

Nurse Practitioners and Clinical Nurse Specialists are additional members of the health care team. They serve in a role similar to that of PA's. These professionals assist physicians with regular health assessments in addition to performing highly skilled nursing services, such as wound care.

Director of Nursing:

a Registered Nurse (RN) who oversees the nursing department, including: nursing supervisors, licensed practical nurses and nurse aides. The Director of Nursing writes job descriptions, hires and fires nursing staff, and writes and executes policies and procedures for nursing practice. The DON consults with residents, families, physicians, and committees, The DON is responsible for quality and safety in patient care.

Charge Nurse: RN or LPN in charge of care in a given unit of the nursing home or in charge of nursing care in the absence of the director of nursing.

Licensed Practical Nurse (LPN): one who has completed one year in a school of nursing or vocational training school. LPN's are in charge of nursing in the absence of a registered nurse. LPN's often give medications and perform treatments. They are licensed by the state in which they work.

Nurse Aide: an employee of a nursing home usually responsible for personal care of the residents (*assisting with bathing, feeding, eating, walking, turning in bed, etc.*). An aide cannot work at the home for more than four months without being trained and completing a competency evaluation. Aides may not perform tasks for

which they are not competent. The state maintains a register of all aides who have completed the training evaluation program. They work under the supervision of a professional nurse. Although aides provide 80-90 % of nursing home care, generally little training or experience is required. They are sometimes called "Nursing Assistants", "Certified Nursing Assistants," or simply "Aides."

Pharmacist: nursing homes will either have a pharmacy on the premises and a pharmacist on staff, or will contract with a community pharmacy and a pharmacist to provide services. The pharmacist is responsible for supervising the pharmacy program in the facility and for reviewing each resident's drug treatments at least monthly.

NURSING HOME STAFF

Social Service

Director: a person who identifies medically related social and emotional needs of the residents and provides services necessary to meet them. If the social service director is not licensed or trained, this person may receive consultation from a licensed person, such as a social worker. Most often a facility employs a social service director on a consultant basis. Full-time social services directors are required in nursing homes of more than 120 beds. Other facilities are required to provide a social service director's services. Sometimes an activity director "doubles" as a social service director.

Dietary Supervisor: a person trained in planning menus, regular and special diets. This staff member also establishes dietary procedures. If a dietary supervisor is

not licensed, this person may receive consultation from a licensed dietitian.

Activities

Coordinator: a person trained in social, recreational, or therapeutic programming that provides an on-going program of meaningful activities to promote self-care and physical, social and mental well-being of residents. The coordinator need not be full-time. If he/she does not have professional qualifications, the facility may arrange for consultation by a professionally qualified specialist.

Occupational

Therapist: a person trained to conduct therapy to maintain, restore, or teach skills to improve manual dexterity and eye-hand coordination. Most often a therapist serves in a part-time or consultant capacity to the facility.

Physical Therapist: a person trained to retain or restore functioning in the major muscles of the arms, legs, hands, feet, back, and neck through movement exercises or treatments. Most often a therapist serves in part-time or consultant capacity to the facility.

Speech Therapist:

A person trained to conduct therapy to maintain, restore or improve speech, swallowing, and hearing as it relates to processing language and the spoken word.

Medical Records

Supervisor: an employee of the facility with the responsibility for supervising medical record services. If this employee is not a qualified medical record librarian, the person may function with consultation from someone so qualified.

NURSING HOME STAFF

Maintenance

Staff members are responsible for the upkeep & appearance of the interior and exterior of the building. They're also expected to make sure equipment in the building is functioning properly. In addition to these duties they also keep equipment that residents have to use such as wheelchairs and walkers in working order. Maintenance will have a direct supervisor who trains and oversees the work of several other staff members.

Housekeeping:

The Housekeeping department is responsible for providing laundry services, cleaning rooms, hallways & common areas. This department may be divided into smaller subsections, such as laundry. Some Nursing Homes do laundry on-site while others send items offsite for cleaning.

COMMONLY USED ABBREVIATIONS

MD =	MEDICAL DOCTOR <u>or</u> MEDICAL DIRECTOR
ADM=	ADMINISTRATOR
PA =	PHYSICIAN ASSISTANT
DON =	DIRECTOR OF NURSING
ADON =	ASST. DIR. OF NURSING
RN =	REGISTERED NURSE
LPN =	LICENSED PRACTICAL NURSE
NA =	NURSE AIDE <u>or</u> NURSING ASSISTANT
CAN =	CERTIFIED NURSING ASSISTANT
OT =	OCCUPATIONAL THERAPIST
PT =	PHYSICAL THERAPY
ST =	SPEECH THERAPY